

SNAITH PRIMARY SCHOOL



Attendance Policy

**Times of the school day
8.55-3.30pm**

All absence should be reported to the school office using the contact details below on the first day of absence and preferably before 9am. The office is staffed from 8.30am

Responsibility for strategic approach to school attendance	The Headteacher - Helen Calpin
Responsibility for monitoring of daily attendance and absence	School Admin Officer Joanne Wharam and Admin Team
Both can be contacted at: Email: Snaith.primary@eastriding.gov.uk Tel. 01405860452	

<i>Date policy was updated</i>	January 25
<i>Approved by Governors</i>	
<i>This policy will be reviewed (Unless required before.)</i>	January 28
Person responsible for the policy	Head teacher

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Definitions

The following definitions apply for the purposes of this policy:

Absence:

- Arrival at school after the register has closed
- Not attending the registered school for any reason

Authorised absence:

- An absence for sickness for which the school has granted leave
- Medical or dental appointments which unavoidably fall during school time, for which the school has granted leave
- Religious or cultural observances for which the school has granted leave
- An absence due to a family emergency.

Unauthorised absence:

- Parents keeping children off school unnecessarily or without reason
- Absences which have never been properly explained
- Arrival at school after the register has closed
- Absence due to shopping, looking after other children or birthdays
- Absence due to day trips, birthdays, shopping or holidays in term-time which have not been agreed

Persistent absence (PA):

- Missing 10 percent or more of schooling across the year for any reason.

Missing education

- Not registered at a school and not receiving suitable education in a setting other than a School

Attendance

All parents/carers who have children of compulsory school age are responsible in law for ensuring that their children receive an efficient education, “suitable to their age, ability and aptitude and any special educational needs which they may have, either by regular attendance at school or otherwise” (Section 7 Education Act 1996).

Snaith Primary School believes that in order to facilitate teaching and learning, good attendance is essential. Pupils cannot achieve their full potential if they do not regularly attend school.

We understand that from time to time children may require time off school due to illness or exceptional circumstances. However, we work with our families and children to ensure that attendance is high for each child.

1. Aims and Intent

Our school aims to meet its obligations with regards to school attendance by:

- Promoting good attendance and reducing absence, including persistent absence.
- Promote a welcoming, caring and safe environment where each member of the school community feels wanted and secure.
- Ensuring every pupil has access to full-time education to which they are entitled.
- Acting early to address patterns of absence.
- Working with parents and carers to help them meet their legal responsibility, in ensuring their children attend school regularly.
- Promote and support punctuality in attending lessons, minimising the disruption caused by late arrivals or non-attendance on the quality of the education and provisions for all pupil

We are committed to:

- Promoting and modelling high attendance and its benefits.
- Ensuring equality and fairness for all.
- Ensuring this attendance policy is clear and easily understood by staff, pupils and parents.
- Intervening early and working with other agencies to ensure the health and safety of our pupils.
- Building strong relationships with families to overcome any barriers to attendance.
- Working collaboratively with other schools in the area, as well as other agencies.
- Ensuring parents follow the framework set in section 7 of the Education Act 1996, which states that the parent of every child of compulsory school age shall cause them to receive efficient full-time education suitable to their age, ability and aptitude, and to any SEND they may have, either by regular attendance at school or otherwise.
- Regularly monitoring and analysing attendance and absence data to identify pupils or cohorts that require more support.

The school's attendance officer is Joanne Wharam, and can be contacted via email snaith.primary@eastriding.gov.uk. Staff, parents and pupils will be expected to contact the attendance officer for queries or concerns about attendance.

2. Attendance Expectations

The school has high expectations for pupils' attendance and punctuality, and ensures that these expectations are communicated regularly to parents and pupils.

Pupils will be expected to attend school punctually every day they are required to be at school, for the full day.

The school day starts at 8:55am, and pupils will be in their classroom, ready to begin lessons at this time; therefore, pupils will be expected to be on the school site by 8:55am. Pupils will have a morning and afternoon break, and a lunch break, pupils will be expected to have returned from each break and be ready to recommence learning at the stated times.

Registers will be taken as follows throughout the school day:

- The morning register will be marked by 8.55am. Pupils will receive a **L** late mark if they are not in their classroom by this time.
- The morning register will close at 9:25am, children arriving after this time will receive a **U** mark, un-authorized mark. Pupils will receive a mark of absence if they do not attend school before this time.
- The afternoon register will be marked at 1pm.

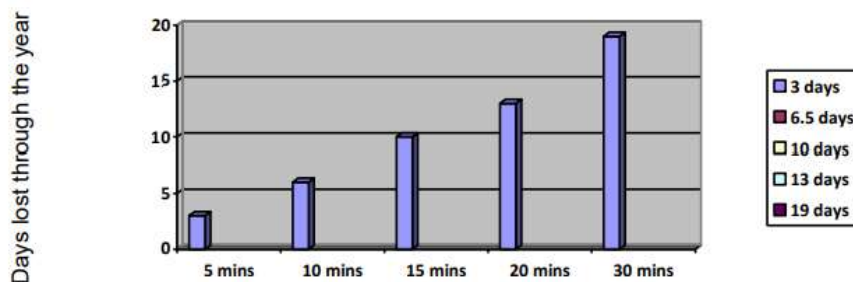
3. The Importance of Punctuality

The school gates open at 8.45am – children should go directly to their classroom access door.

Morning tasks are set out and lessons begin promptly at 8.55am. Registers close at 8.55am.

Arriving after this time can affect your child's progress. It also disrupts the classroom when lessons have already begun. Therefore, not only must children attend school regularly, but they must not be late.

The following graph clearly illustrates how being late can add up to a loss of learning:



As you can see, if your child is late for just 5 minutes every day that can add up to over three days lost each year and arriving 15 minutes late each day is the same as being absent for 2 weeks a year: for that reason it is imperative that your child is punctual.

In the event of children arriving after 8.55am, they need to enter the school through the main office entrance and parents sign their children into school. Registers are marked at 8.55am and your child will receive a late mark if they are not in school by that time (L code). At 9.25am the register will close. If your child arrives after this time they will receive a mark which shows they are in school but in accordance with regulations it will be recorded as an unauthorised absence (U code). This means that if lateness persists you may face the possibility of receiving a penalty notice.

The school day ends at 3.30pm. Children are expected to attend for the full duration of the school day. However, in exceptional and specific circumstances the school recognises that some children may require a shortened day to meet their needs. For any pupil requiring a reduced or amended timetable the school will write a 'reintegration plan' in consultation with agreement, advice and support from other professional agencies involved, the child's family and the schools LA Education Welfare Officer or a reduced timetable may be part of a child's termly support plan.

4. School Procedures and Absence Information.

School follows DfE guidance to ensure compliance. Every entry in the attendance register will be preserved for 3 years after the date on which the entry was made

Attendance register

By law, all schools are required to keep an attendance register, and all pupils must be placed on this register. The attendance register will be taken at the start of the first session of each school day and once during the second session.

It will mark whether every pupil is:

- Present
- Attending an approved off-site educational activity
- Absent
- Unable to attend due to exceptional circumstances

A full list of codes used by school can be seen in appendix 2.

Any amendment to the attendance register will include:

- The original entry
- The amended entry
- The reason for the amendment
- The date on which the amendment was made
- The name and position of the person who made the amendment

Unplanned Absence

Parents must notify the school each day of an unplanned absence – for example, if their child is unable to attend due to ill health – by 9am or as soon as practically possible by telephoning school or sending an email to the office.

Absence due to illness will be authorised unless the school has a genuine concern about the authenticity of the illness. The school may ask parents to provide medical evidence, such as a doctor's note, prescription, appointment card or other appropriate form of evidence.

If the school is not satisfied about the authenticity of the illness, the absence will be recorded as unauthorised and parents will be notified of this in advance.

Medical or Dental Appointments

Missing registration for a medical or dental appointment is counted as an authorised absence; advance notice is required for authorising these absences. However, we encourage parents to make medical and dental appointments out of school hours where possible. Where this is not possible, the pupil should be out of school for the minimum amount of time necessary. Advance notification of appointments should be made to the office only, either by telephone or email and a copy of the appointment letter/card/text must be shown to the office.

Applications for other types of absence in term time must also be made in advance. Information relating to whether the school can authorise such absences can be found in appendix 1.

Following up absence

The school will follow up any unreported absences to ascertain the reason, ensure proper safeguarding action is taken where necessary, identify whether the absence is approved or not and identify the correct attendance code to use. We will call parents/carers on the first day as soon as possible after the close of register for absences not reported. If we do not get a response, we follow Safeguarding Policy for missing children. This will include contacting other named contacts for the child and/or undertaking a home visit.

The school will always follow up any absences in order to:

- Ascertain the reason for the absence.
- Ensure the proper safeguarding action is being taken.
- Identify whether the absence is authorised or not.
- Identify the correct code to use to enter the data onto the school census system.

5. Authorised and Unauthorised Absence

Authorised Absence

Only the Headteacher can authorise an absence.

Absence should be authorised if: -

- The pupil is ill or prevented from attending by unavoidable cause.
- The absence occurs on a day exclusively set aside for religious observance by the religious body to which the pupil's parent/carers belong.
- The pupil is the child of traveller parent/carers who temporarily leave the area giving reasonable indication of their intention to return.
- There is a family bereavement.
- The pupil has a local authority licence to take part in a public performance and the school has given leave of absence.
- The pupil is attending an interview for a place at another school.
- The pupil is involved in an exceptional special occasion e.g. a family wedding other than that of a parent. (It is deemed that parents should select a date during the school holidays.)
- For children in the school catchment area but where home to school transport is agreed with the LA, and the arranged transport fails to transport and no alternative arrangements can be made

Unauthorised Absence

An absence will be deemed to be unauthorised by the Headteacher following the Local Authority guidelines. Examples of such are: -

- No explanation is forthcoming from the parent/carer.
- The school is dissatisfied with the explanation.
- The pupil is staying at home to mind the house or look after siblings.
- The pupil is absent for unexceptional special occasions e.g. the pupil's birthday.
- The pupil is on a family trip or holiday.

6. Absence in Exceptional Circumstances

Authorising parental absence requests

Parents will be required to request certain types of absence in advance. All requests for absence will be handled by the headteacher – the decision to grant or refuse the request will be at the discretion of the headteacher, taking the best interests of the pupil and the impact on the pupil's education into account. The headteacher's decision is not subject to appeal; however, the school will be sympathetic to requests for absence by parents for exceptional circumstances. The headteacher follows the policy set out by the DFE and Local Education Authority when making a decision about Authorised and Unauthorised absence.

Leave of absence

The school will only grant a pupil a leave of absence in exceptional circumstances. In order to have requests for a leave of absence considered, the school will expect parents to contact the headteacher in writing, completing the form for request for absence in exceptional circumstances, preferably at least two weeks prior to the proposed start date of the leave of absence, providing the reason for the proposed absence and the dates during which the absence would be expected to occur.

Any requests for leave during term time will be considered on an individual basis and the pupil's previous attendance record will be taken into account. Where the absence is granted, the headteacher will determine the length of time that the pupil can be away from school.

The school is not able to grant leaves of absence for the purposes of family holidays.

Requests for leave will not be granted in the following circumstances:

- In the first six weeks of any academic year (for all pupils).
- Immediately before and during statutory assessment periods (Eg Y6 SATs)
- When a pupil's attendance record shows any unauthorised absence
- Where a pupil's authorised absence record is already above 10 percent for any reason.

If term-time leave is not granted, taking a pupil out of school will be recorded as an unauthorised absence and may result in sanctions, such as a penalty notice. The school cannot grant leaves of absence retrospectively; therefore, any absences that were not approved by the school in advance will be marked as unauthorised.

Snaith Primary School follows the East Riding Policy regarding this.

In accordance with the LA agreed policy, **holidays during term time are not accepted and will be classed as unauthorised.**

Religious observance

Parents will be expected to request absence for religious observance at least two weeks advance. The school will only accept requests from parents for absence on grounds of religious observance for days that are exclusively set apart for religious observance by the relevant religious body. The school will define this as a day where the pupil's parents would be expected by an established religious body to stay away from their employment to mark the occasion.

The school may seek advice from the religious body in question where there is doubt over the request.

Gypsy, Roma and Traveller absence

Where a pupil's parent belongs to a community covered by this code and is travelling for occupational purposes, the parent will be expected to request a leave of absence for their child at least two weeks in advance. Absences will not be granted for pupils from these communities under this code for reasons other than travel for occupational purposes.

Please also see appendix 1 for further information on what constitutes an Exceptional Circumstance.

7. Persistent Absence

The definition of persistently absence (PA), as set out by the DfE, is a pupil with 10% or more absence (90% or less attendance). This is referred to the LA Education Welfare Officer in half termly meetings with the Head teacher and school admin and attendance officer.

The table below, derived from the census guidance, gives an indication of the minimum number of sessions a pupil would miss by each half term to be classed as PA. 1 session is ½ a school day.

Half Term By end of...	10% Absence means	Days
Half term Autumn 1	7 or more sessions	3 ½ days or more
End of Autumn Term	14 or more sessions	7 days or more
End of Spring Term 1	20 or more sessions	10 days or more
End of Spring Term	25 or more sessions	12 ½ days or more
End of Summer Term 1	31 or more sessions	15 ½ days or more
End of Summer Term	38 or more sessions	19 days or more

OFSTED recognise that attendance of 96% or below is also a cause for concern.

Working with parents to improve attendance.

The school will work to cultivate strong, respectful relationships with parents and families to ensure their trust and engagement. Open and honest communication will be maintained with pupils and their families about the expectations of school life, attendance and performance so that they understand what to expect and what is expected of them. The school will liaise with other agencies working with pupils and their families to support attendance, e.g. social services.

The parents will ensure that there are two sets of emergency contact details for each pupil wherever possible to ensure the school has additional options for getting in touch with adults responsible for a pupil where the pupil is absent without notification or authorisation.

The school will ensure that parents are aware of their legal duty to ensure that their child attends school regularly and to facilitate their child's legal right to a full-time education – parents will be made aware that this means their child must attend school every day that it is open, save for in certain circumstances, e.g. sickness or absences that have been authorised by the headteacher in advance. The school will regularly inform parents about their child's levels of attendance, absence and punctuality, and will ensure that parents are aware of the benefits that regular attendance at school can have for their child educationally, socially and developmentally.

If a pattern of absence becomes problematic, the headteacher will work collaboratively with the parents to improve attendance by addressing the specific barriers that prevent the pupil from being able to attend school regularly. The school will always take into consideration the sensitivity of

some of the reasons for pupil absence and will approach families to offer support rather than immediately reach for punitive approaches.

Where these barriers relate to particular circumstances or needs, other relevant school staff, e.g. the DSL and SENCO, may support to address this. Where the barriers are outside of the school's control, e.g. they are related to issues within the pupil's family, the headteacher may liaise with any relevant external agencies or authorities, e.g. children's social care or the LA, and will encourage parents to access support that they may need.

8. Penalty Notices and Legal Intervention

The school will allow sufficient time for attendance interventions and engagement strategies to improve pupils' attendance; however, where engagement strategies to improve attendance have not had the desired effect after one term, the headteacher will consider:

- Holding a formal meeting with parents.
- Working with the LA to put a parenting contract or an education supervision order in place.
- Engaging children's social care where there are safeguarding concerns.

Where the above measures are not effective, the headteacher will issue a notice to improve as a final opportunity for parents to engage in support and improve attendance before a penalty notice is considered.

Where a pupil reaches the national threshold of 10 sessions of unauthorised absence in a rolling period of 10 school weeks, the school will consider whether a penalty notice is appropriate. Each case will be considered individually to determine whether a penalty notice or another tool or legal intervention should be used to improve attendance.

A fixed penalty notice will be issued in line with the LA's code of conduct and the DfE's 'Working together to improve school attendance' guidance.

Penalty notices for unauthorised absences will be charged at £160, reduced to £80 if paid within 21 days.

A penalty notice of £120 may also be issued where parents allow their child to be present in a public place during school hours without reasonable justification during the first five days of a fixed period or permanent exclusion. This will be reduced to £60 if paid within 21 days.

Parents will only get up to two fines for the same child in a three-year period. Once this limit has been reached, other action such as a parenting order or prosecution will be considered.

Where attendance still does not improve following a fixed penalty notice, the school will work with the LA to take forward attendance prosecution as a last resort.

Parents who are prosecuted and attend court because their child has not been attending school may be fined up to £2,500.

Please see Appendix 3 for further information - Every School Day Matters Poster.

Education Supervision Orders (ESOs)

Where interventions have not been successful, an ESO can be an alternative to provide formal legal intervention without criminal prosecution. ESOs are made through the Family or High Court and give the LA a formal role in supporting the pupil and parents to improve their attendance. LAs will issue parents with a notice of the intention to consider an ESO, set up a meeting to discuss with the parent and pupil, and decide whether the case will be taken forward.

Once an SEO is secured, a supervisor from the local authority will decide any actions or requirements. These may include:

- Requiring the parents to attend support meetings.
- Requiring the parents to attend a parenting programme.
- Requiring the parents to access support services.
- Requiring an assessment by an educational psychologist.
- Review meetings involving all parties to be held every 3 months.

Failing to comply with an SEO will result in a fine and decisions will be made about whether further action is required.

9. Absence Due to Other Activities

Performances and activities, including paid work

The school will ensure that all pupils engaging in performances or activities, whether they receive payment or not, which require them to be absent from school, understand that they will be required to obtain a licence from the LA which authorises the school's absence(s).

Additional arrangements will be made by the school for pupils engaging in performances or activities that require them to be absent from school to ensure they do not fall behind in their education – this may involve private teaching. These arrangements will be approved by the LA who will ensure that the arrangements are suitable for the pupil.

The pupil will receive education that, when taken together over the term of the licence, amounts to a minimum of three hours per day that the pupil would be required to attend a school maintained by the LA issuing the licence. This requirement will be met by ensuring a pupil receives an education:

- For not less than six hours a week; and
- During each complete period of four weeks (or if there is a period of less than four weeks, then during that period), for periods of time not less than three hours a day; and
- On days where the pupil would be required to attend school if they were attending a school maintained by the LA; and
- For not more than five hours on any such day.

Where a licence has been granted by the LA and it specifies dates of absence, no further authorisation will be needed from the school. Where an application does not specify dates, and it has been approved by the LA, it is at the discretion of the headteacher to authorise the leave of absence for each day. The headteacher will not authorise any absences which would mean that a pupil's attendance would fall below 96 percent. Where a licence has not been obtained, the headteacher will not authorise any absence for a performance or activity.

SEND- and health-related absences

The school recognises that pupils with SEND and/or health conditions, including mental health issues, may face greater barriers to attendance than their peers, and will incorporate robust procedures to support pupils who find attending school difficult.

In line with the SEND Policy and Supporting Pupils with Medical Conditions Policy, the school will ensure that reasonable adjustments are made for disabled pupils to reduce barriers to attendance, in line with any EHC plans or IHPs that have been implemented. The school will secure additional support from external partners to help bolster attendance where appropriate.

Where the school has concerns that a pupil's non-attendance may be related to mental health issues, parents will be contacted to discuss the issue and whether there are any contributory factors to their child's lack of attendance. Where staff have a mental health concern about a pupil that is also a safeguarding concern, they will inform the DSL and the Child Protection and Safeguarding Policy will be followed. All pupils will be supported with their mental health in accordance with the school's Social, Emotional and Mental Health (SEMH) Policy.

If a pupil is unable to attend school for long periods of time due to their health, the school will:

- Inform the LA if a pupil is likely to be away from the school for more than 15 school days.
- Provide the LA with information about the pupil's needs, capabilities and programme of work.
- Help the pupil reintegrate at school when they return.
- Make sure the pupil is kept informed about school events and clubs.
- Encourage the pupil to stay in contact with other pupils during their absence.

The school will incorporate an action plan to help any pupils with SEND and/or health issues cope with the stress and anxiety that attending school may cause them. Such plans will be regularly monitored and reviewed until the pupil is attending school as normal and there has been signs of significant improvement.

To support the attendance of pupils with SEND and/or health issues, the school will consider:

- Holding termly meetings to evaluate any implemented reasonable adjustments.
- Incorporating a pastoral support plan.
- Carrying out strengths and difficulties assessment.
- Identifying pupils' unmet needs.
- Using an internal or external specialist.
- Enabling a pupil to have a reduced timetable.
- Ensuring a pupil can have somewhere quiet to spend lunch and breaktimes.
- Implementing a system whereby pupils can request to leave a classroom if they feel they need time out.
- Temporary late starts or early finishes.
- Phased returns to school where there has been a long absence.
- Small group work or on-to-one lessons.
- Tailored support to meet their individual needs.

10. Monitoring Attendance

- Children's attendance is monitored daily and any unreported absence is followed up on after the close of morning register.
- Admin staff along with class teachers monitor any patterns in absence or concerns and raise these with the Headteacher and/or Designated Safeguarding Lead to follow up on.
- If school is unable to account for an absence the school is likely to pay a home visit and/or inform external agencies of concerns as required and appropriate.
- Attendance data is monitored monthly. However, admin staff will alert the Headteacher to any prolonged periods of time or patterns in absence.
- Attendance letters are sent to parents half termly. Letter will congratulate children for high attendance and concerns are shared with parents where there is a dip in attendance.
- In the event of persistent absence, from the end of the first term (or sooner if significant issues are identified) the Headteacher may request a meeting with parents to discuss concerns and formulate a plan of support as appropriate.
- The Education Welfare Officer undertakes half termly attendance monitoring with the school and children with low attendance and persistent absence are details are discussed. This may result in the Education Welfare Officer contacting families to offer advice, support of further direction.

11. Roles and Responsibilities

Parents

- It is the legal responsibility of every parent/carer to ensure his/her child attends school regularly and punctually.
- Must contact the school without delay to report any absence.
- Ensure that the school has up to date contact details.
- Adhere to the policy with regard to holiday absence.
- Ensure children have a good attitude to learning and attendance.
- Work in partnership with the school to promote the best interest of their child.

If any family is experiencing barriers to their child attending school they should contact the school admin team and/or Headteacher as soon as possible. School will try to help you find a resolution.

School Administration Team

- Monitor attendance on a daily basis
- Ensure correct attendance codes are used (The school follows the DFE guidance for maintained schools with regard to pupils registers and attendance codes see appendix 2)
- Mark pupils arriving during registration as L (late) and those who arrive after the register has closed (30 minutes after the start of the session) as U (unauthorised absence)
- Maintain and update all contact information
- Prepare attendance data reports for the Head Teacher every half term
- Prepare a monthly list of pupils' with less than 90% attendance
- Identify and monitor pupils at risk of becoming persistent absentees, using the school attendance management system.
- Contact parents/carers if attendance/punctuality becomes a concern by telephone/letter
- Make first day absence telephone calls
- Inform the Headteacher and/or Designated Safeguarding Lead of any child whose absence is unaccounted for
- If necessary will arrange an action plan meeting in school with parent/carers with the Headteacher

Class teachers

- Record accurate details of attendance at the beginning of each session
- Pass information regarding absence to the administration office
- Will speak to every pupil on returning to school about the reason for the absence to ensure he/she is supported and given the opportunity to catch up with missed work

Headteacher

- Ensures there are named key members of staff with responsibility for attendance
- Will undertake a home visit, in the event of a child/ren being absent and from school and are cannot be accounted for.
- Will hold review meetings with parent/carer for pupils deemed to have persistent absence
- Will maintain pupil notes regarding attendance concerns
- If required, will make a referral to the Education Welfare Service and liaise with the Local Authority Education Welfare Officer. (Ref. ER Education Welfare Service – Penalty Notice to Address Poor Attendance and/or Unauthorised Absence at School advice for Parents and Carers)
- Will, with the support of the Admin Team, send half termly updates to parents informing them of their child's attendance record, celebrating those with high attendance and sharing concern for those with low attendance
- Submit reports to the Governing Body on various aspects of pupil attendance, including measuring progress against targets
- Ensure a whole school approach to the development and implementation of the school attendance policy
- Encourage staff, including ancillary and administrative staff, to see attendance as part of their responsibility
- Offer clear guidance to parents with regard to their legal responsibilities in relation to attendance matters and information on attendance procedures
- Establish clear channels of communication between school and parents
- Chair attendance action plan meetings
- Work closely with the Education Welfare Service with regards to enforcement action

Governing Body

- Are required by legislation to see that registers are kept correctly and this is also monitored by the Education Welfare Officer (EWO)
- Are required to inform parents annually the schools attendance figures
- Should review attendance statistics and trends and support measures to improve attendance
- Appoint a governor with specific responsibility for attendance matters and ensure this Governor is available to attend meetings with parents Education Welfare Service
- To provide a dedicated Education Welfare Officer who will work with the school (as per service level agreement) At Snaith Primary School this is the Local Authority EWO.

The Dedicated Education Welfare Officer (Local Authority):

- Will support school staff in identifying attendance concerns and becoming familiar with the procedures and documentation required for referring attendance concerns to the Education Welfare Service
- Will advise on policy, strategies and legal requirements
- Area Education Welfare Officers will liaise with school staff following referral to the service

12. Deletions of names from the admission register

The school will ensure that it only deletes names from the admission register for a reason set out in regulation 9 of the School Attendance Regulations. A pupil's name will never be removed for any other reason and the school is aware that doing so could constitute off-rolling.

The school will make returns to the LA when pupils' names are deleted from the admission register. This will be with the exception of pupils whose name has been deleted from the register at or after the end of the last term of the school year when they are in the most senior year group, unless the LA has requested this information.

When the school is notifying the LA that a pupil's name is being deleted from the admission register, the following information about the pupil will be provided:

- Full name
- Address
- The full name and address of any parent the pupil normally lives with
- At least one telephone number by which any parent the pupil normally lives with can be contacted in an emergency
- If applicable, the pupil's future address, the full name and address of the parent who the pupil is going to live with and the date the pupil will start living there
- If applicable, the name of the pupil's other school and when the pupil began or will begin to attend the school
- The reason under which the pupil's name has been deleted from the admission register

Names will never be retrospectively deleted from the admission or attendance register – these registers will remain an accurate record of who is a registered pupil and their attendance at any given time. Pupils' attendance will be recorded up until the date that their name is deleted from the admission register.

13. Legislation and guidance

This policy meets the requirements of the school attendance guidance from the Department for Education (DfE), and refers to the DfE's statutory guidance on school attendance parental responsibility measures.

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- Equality Act 2010
- The Education (Pupil Registration) (England) Regulations 2006 (As amended)
- The Children (Performances and Activities) (England) Regulations 2014
- Children and Young Persons Act 1963
- DfE (2024) 'Working together to improve school attendance'
- DfE (2024) 'Keeping children safe in education (KCSIE) 2024'
- DfE (2024) 'Children missing education'
- DfE (2024) 'Providing remote education'
- DfE (2024) 'Summary table of responsibilities for school attendance'

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy including giving due regard to Children Missing Education
- Complaints Procedures Policy
- Behaviour Policy
- SEND Policy
- Supporting Pupils with Medical Conditions Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Home Visit Policy

Appendix 1

Absence from School for Exceptional Circumstances - (LA Adopted Policy)

Background

Schools are required to provide education for 190 days a year and it is expected that children who are registered at a school will attend for this time. Parents do not have an automatic right for their children to have time off school and any requests for absence are entirely at the Head teacher's discretion.

Research shows that children do not achieve as well in their education and in public examinations the more school absence they have, for example a child absent from school for a period of two weeks each year, for exceptional circumstances and with the average absence for illness may miss the equivalent of one whole year's education over their school life.

General Principles

The following general principles underpin this policy:

- (i) The principles of honesty, openness, transparency and the spirit of co-operation underpin the policy.
- (ii) All schools within the East Riding that have adopted this policy agree to follow it through to penalty notice if appropriate. This will ensure that the policy is applied in a consistent manner and provides equity for all parents and schools.
- (iii) Support of this policy from the local authority will be as a partner in both the primary and secondary behaviour and attendance partnerships. The achievement and inclusion services of the Council will ensure other local authority departments are aware of and include the philosophy of this policy in their practice.
- (iv) Where a request for absence form is not submitted, absences cannot be authorised retrospectively; this is prescribed in law and in these circumstances the penalty notice code of conduct must be followed.
- (v) Data from each individual school in relation to requests for absence will be monitored by the local authority and shared with schools and the partnerships. This will allow the partnerships to assess the impact of this policy.
- (vi) The behaviour and attendance partnerships will review this policy annually or in line with any legislative changes. In order for consideration to be given, requests for absence must be for exceptional circumstances only.

The primary behaviour and attendance partnerships and the East Riding of Yorkshire Council agree to follow the law, in such that the provision for Headteachers to authorise absence purely for the purpose of a family holiday is not an exceptional circumstance.

Exceptional circumstances could include:

1. Service personnel returning from a tour of duty abroad where it is evidenced the individual will not be in receipt of any leave in the near future that coincides with school holidays.
2. Where an absence from school is recommended by a health professional as part of a parent or child's rehabilitation from a medical or emotional issue.
3. The death or terminal illness of a person close to the family.
4. To attend a wedding or funeral of a person close to the family.
5. Where there are exceptional and unforeseen circumstances that fall outside of 1 to 4 above, the Headteacher agrees to consult with the principal education welfare officer prior to any authorisation being given to the parent.

The principal education welfare officer will discuss each case with an independent Headteacher and will make a recommendation to the referring school. Evidence would be required in each case. If a request meets the above exceptional circumstances but falls within the following times, the Headteacher must be convinced that absence from school is the only option:

- 1) The first half term of any academic year (applies to all pupils).
- 2) Year six transition day (for pupils in year six).
- 3) Year six SATs week (for pupils in year six).

Consistency across our large geographical area is vital for parental confidence. If a Headteacher has any doubts their thoughts can be discussed with the principal education welfare officer for advice and guidance prior to informing parents of their final decision. Headteachers would be well advised to keep a log of their decision making rationale.

Looked After Children This policy applies to all children, including those who are Looked After Children. The Headteacher will only approve an absence for a Looked After Child in accordance with Children, Family & Adult Services guidance. The only person who can request an absence for an East Riding Looked After Child is the area manager. Requests from foster carers and social workers should not be considered. Headteachers should, in the cases of a child placed in an East Riding school who is a Looked After Child from another local authority, consult with the child's social worker. The social worker will enquire from that local authority what agreements or exemptions their policy on exceptional circumstances contains.

Absence from School for Exceptional Circumstances - Procedures

The school will retain a supply of 'Absence from School Request Forms' and give to parents, together with the Information for Parents, as required. The policy, information on absence from school and request forms will also be available on the Council's website.

<https://www.snaithprimary.org.uk/page/?title=Attendance+%26amp%3B+Punctuality&pid=77>

Parents must return the absence request form, in reasonable time prior to the planned absence, to the Headteacher or to the senior member of school staff who has delegated responsibility for this decision making.

If an absence is required at short notice the parent must make every effort to contact the Headteacher to discuss the planned absence. Where children are absent from school without a prior request being made to the Headteacher the absence when it occurs cannot be authorised.

The law now clearly states that no absence shall be retrospectively authorised. If siblings or other children living in the same household (of compulsory school age) are known and identified on the 'Absence from School Request Form' and attend an East Riding of Yorkshire school, the Headteachers from both schools must reach a joint decision regarding the parent's request, preferably within five school days of receiving the absence request form. This will ensure a consistent approach across the East Riding of Yorkshire. The Headteacher will decide if the request should be authorised or unauthorised using the 'Absence from School Decision Making Flowchart' and the principles within the Absence from School for Exceptional Circumstances Policy.

Absence from School Request Forms

The parent wishing to remove the child from school should be the parent who completes the 'Absence from School Request Form'. Any disagreement between estranged parents should be resolved prior to submitting the request.

Authorised Absence Requests

The Headteacher will reply to the parent who has made the request, informing them of the decision, the date of the child's last school day before the absence and the date the school expect the child to return to school. Within the letter it will be clear how the absence will be marked on the child's attendance certificate. A copy of the letter should be sent to any parent who does not have day to day care and responsibility of the child but does have parental responsibility. A copy of both letters will be placed on the child's school file.

Unauthorised Absence Requests

The Headteacher will write to the parent who has made the request, informing them of the reason why this decision was made. The letter will clearly highlight that if the parent decides to go ahead with the

absence it will be unauthorised and a penalty notice, per child, may be issued to each parent with day to day care and responsibility. A copy of the letter should be sent to any parent who does not have day to day care and responsibility of the child but does have parental responsibility. A copy of both letters will be placed on the child's school file.

Actions Following Return from the Requested Absence

The school may take reasonable steps to ensure that the child catches up with missed work where appropriate. However, the school will not provide work for children to take on holiday absences. It is the responsibility of the parent to ensure they maintain any learning during such an absence.

Delayed Return Following Authorised Absence

If the child does not return to school on the agreed date following their absence, the school will investigate this considering the East Riding of Yorkshire Council's Children Missing Education Policy. It is important to follow this policy to safeguard children.

If a child returns to school later than the agreed date and the parent claims their return was unavoidably delayed, this absence must be investigated and the most appropriate code used. Advice on this can be sought from the Education Welfare Service. Penalty Notice Referral Due to Unauthorised Absence from School.

Once the unauthorised absence has been taken and the child has returned, the school will complete a penalty notice referral form emailing it to education.welfare@eastriding.gov.uk, together with a copy of the 'Absence from School Request Form', the letter sent by the Headteacher to the parent and a copy of the child's up to date attendance record. During an academic year two penalty notices can be issued to any one parent with respect to each child. If procedures have been followed correctly and the case meets the penalty notice criteria the education welfare service will issue a penalty notice.

If the parent pay the Penalty Notice - the case is closed and the period of time that the parent received the penalty notice for will not be used in any further proceedings.

If the parent Does Not Pay Penalty Notice – If, after 28 days the penalty notice remains unpaid, the education welfare service will liaise with the local authority Legal Services for consideration of it being dealt with in the Magistrates' Court. The education welfare service will keep the school informed of the proceedings upon request.

Education Welfare Service County Hall Beverley East Riding of Yorkshire HU17 9BA
education.welfare@eastriding.gov.uk (01482) 392146 DCSF school attendance team
school.attendance@dscf.gsi.gov.uk

APPENDIX 2

Attendance register Information and Codes

The school uses SIMs (moving to Arbor January 2025) management information system to keep attendance registers to ensure they are as accurate as possible and can be easily analysed and shared with the appropriate authorities.

Designated staff members will take the attendance register at the start of each school day and at the start of the afternoon session. This register will record whether pupils are:

- Present.
- Absent.
- Attending an approved educational visit.
- Unable to attend due to exceptional circumstances.

The school will use the national attendance codes to ensure attendance and absence are monitored and recorded in a consistent way. The following codes will be used:

- # = planned whole school closure
- / = Present in the morning
- \ = Present in the afternoon
- L = Late arrival before the register has closed
- C = Leave of absence granted by the school for exceptional circumstances
- S = Study leave
- C1 = Leave of absence for participating in a regulated performance or employment abroad
- C2 = Leave of absence for part-time pupils
- E = Suspended or permanently excluded but no alternative provision made
- J1 = Leave of absence for job or education interviews
- I = Illness
- M = Medical or dental appointments
- K = Attending provision arranged by the LA
- R = Religious observance
- B = Off-site education activity
- G = Unauthorised holiday
- O = Unauthorised absence
- U = Arrived after registration closed
- N = Reason not yet provided
- X = Not required to be in school
- T = Traveller absence
- Q = Absent due to a lack of access arrangements or due to the pupil having to attend a school that does not qualify for travel arrangements and is more than walking distance from where they live.
- V = Educational visit or trip
- P = Participating in a supervised sporting activity, with supervision being physically provided by an appropriately trained and knowledgeable person
- D = Dual registered – at another educational establishment
- W = Attending work experience
- Y1 = Absent due to their regular transport not being available
- Y2 = Absent due to travel disruption
- Y3 = Absent due to part of the school premises being closed
- Y4 = Absent due to the school site being closed
- Y5 = Absent due to being in criminal justice detention
- Y6 = Absent due to public health guidance or law, despite the pupil being well enough to attend
- Y7 = Absent due to any other unavoidable cause, the nature of which must be documented by the school.
- Z = Pupil not on admission register

When the school has planned in advance to be fully or partially closed, the code '#' will be used for the relevant pupils who are absent. This code will also be used to record year groups who are not due to attend because the school has set different term dates for different years, e.g. induction days.

Pupils who are absent from school but are receiving remote education for any reason will be marked as absent in the register.

All amendments made to the attendance register will include the original entry, the amended entry, the reason for the amendment, the date of amendment and the name and role of the person who made the amendment.

Every entry received into the attendance register will be preserved for three years.

EVERY SCHOOL DAY MATTERS

MOMENTS MATTER, ATTENDANCE COUNTS.

PENALTY NOTICE FINES FOR SCHOOL ATTENDANCE ARE CHANGING

With the introduction of the new National Framework for Penalty Notices, the following changes will come into effect for Penalty Notice Fines issued after the **19 August 2024**.

Penalty Notices are issued to change behaviour and reduce the number of school days lost during term time for the purpose of a holiday. The pathway below outlines the decision-making process regarding the action that will be taken when a penalty notice referral is received from your child's school. However, please be aware that action will be considered on a case-by-case basis and may not follow this path.

PER PARENT PER CHILD

Penalty Notice Fines are issued on a per parent per child basis. For example, a fine for a parent with three children will result in receiving three invoices to the value of **£160 each**.

FIRST OFFENCE

The first time a Penalty Notice is issued for term time leave or irregular attendance the amount will be **£160 per parent per child paid within 28 days**.
Reduced to **£80 per parent per child if paid within 21 days**.

THIRD OFFENCE AND ANY FURTHER OFFENCES (WITHIN THREE YEARS)

The third time an offence is committed for term time leave or irregular attendance, a Penalty Notice will not be issued and the case will be presented straight to the Magistrates' Court. Magistrates' fines can be **up to £2,500 per parent per child**. Cases found guilty in Magistrates' Court can show on the parent's future DBS certificate due to the **'failure to safeguard a child's education'**.

FIVE CONSECUTIVE DAYS OF TERM TIME LEAVE

Penalty Notice Fines will be issued for term time leave of **five or more consecutive days**.

Inset training days are school days and can be included in the five or more consecutive days where there was intent to be absent for term time leave.

10 SESSIONS OF UNAUTHORISED ABSENCE IN A 10 WEEK PERIOD

Penalty Notice Fines will be considered when there have been 10 sessions of unauthorised absence in a 10 week period.

SECOND OFFENCE (WITHIN THREE YEARS)

The second time a Penalty Notice is issued for term time leave or irregular attendance, the amount will be **£160 per parent per child within 28 days**.



[1] Parent: In this Act, unless the context otherwise requires, "parent", in relation to a child or young person, includes any person - who is not a parent of his but who has parental responsibility for him, or (b) who has care of him. Education Act 1996, section 576

For more information, please visit:

- [eastriding.gov.uk/learning/schools-colleges-and-academies/school-attendance/attendance-in-school](https://www.eastriding.gov.uk/learning/schools-colleges-and-academies/school-attendance/attendance-in-school)
- [gov.uk/government/publications/working-together-to-improve-school-attendance](https://www.gov.uk/government/publications/working-together-to-improve-school-attendance)

